

DON AIR Card Certification Course

Lesson 1, Part I

Introduction & General Policy



Agency Program Coordinator Course

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March 2006



This is a Department of the Navy, AIR Card Certification Course. When you complete this course, you will take the certification test and receive your Certificate of Completion. This first lesson is a general introduction to the program, its policies and regulations. Use the toolbar in the lower right hand corner of each slide to navigate through the lessons. Click the forward arrow now to begin your training.

Lesson 1, Part I Learning Objectives

Upon successful completion of this lesson, you will be able to:

- Explain how to establish an AIR Card account.
- Identify the Department of the Navy AIR Card Program Management Office.
- Identify authorized AIR Card users.
- Explain the procedure for transferring aircraft and their associated AIR Cards.
- List the Order of Preference for refueling resources.
- Identify AIR Card Authorized & Unauthorized Purchases.

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Each lesson begins with a review of its training objectives. Before you start this lesson, read over the objectives listed here; the first three objectives are covered in this part of lesson one. The last three objectives are covered in part 2 of lesson 1. Upon completion of this course, you will be tested on these objectives and the objectives of the other lessons. When you finish reading these objectives, click the forward arrow to continue.

AIR Card Program Overview

- October 1, 1997 DESC Contracted With AVCARD, an Aviation Credit Card Company
 - Aviation Fuel, Related Supplies & Ground Services
 - Single Government Credit Card
- Aviation Into-plane Reimbursement Card (AIR Card).
- January 1, 2005, Multi Service Corporation was selected as the new AIR Card Contractor

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We'll start this lesson with a brief history of the program. On October 1, 1997 the Defense Energy Support Center, DESC, entered into contract with AVCARD, an aviation credit card company to obtain aviation fuel, fuel related supplies and ground services via a single government credit card. This credit card program is known as the Aviation Into-plane Reimbursement Card or simply the AIR Card.

Effective January 1, 2005, a new AIR Card contractor, Multi Service Corporation, was selected and began providing this service to the Department of the Navy.

The program is designed to simplify the acquisition of aviation fuel and fuel related supplies and services. An aircraft lands at a commercial airport and requests fuel or ground service support. The aircrew member presents the AIR Card to the contract refueler. The supplier records the sales onto a commercial delivery ticket and the aircrew signs for the purchase and retains a copy of the signed receipt.

Click the forward arrow to continue.

AIR Card Program Overview

- Previous Into-plane Program 
 - Standard Form 44
 - Prone to Errors, Payment Delays & High Costs
- Air Card Program 
 - Fuel and Fuel-related Support/ Services
 - 6000 Commercial Airports in Over 190 Countries
 - Electronically Swiped, Mechanically Imprinted, or Hand-scribed

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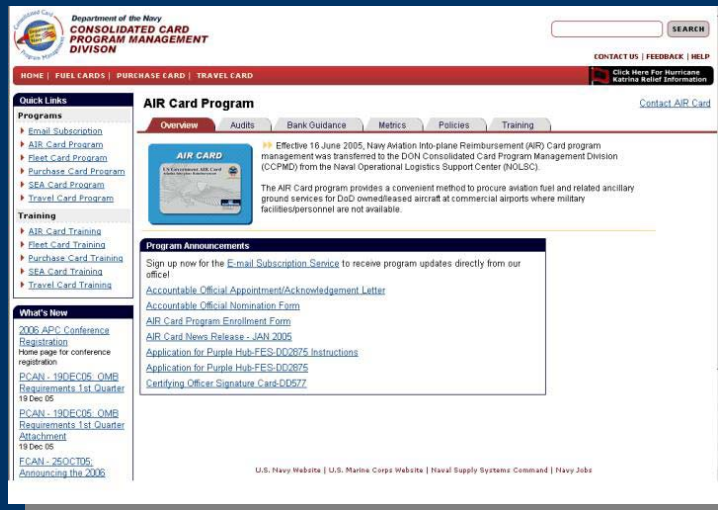


Under the previous Into-plane program, procurement of aviation fuel at commercial airports was only available via the Standard Form 44. This method was prone to errors, payment delays and expensive product costs. The AIR Card program allows the Department of the Navy to obtain fuel and fuel-related support and services at over 6000 commercial airports in over 190 countries. In addition, the data on the AIR Card can be electronically swiped, mechanically imprinted, or hand-scribed onto delivery tickets.

The AIR card provides a commercially accepted, effective, and convenient method to procure aviation fuel and related ground services and supplies for DON owned aircraft.

Click the forward arrow now.

www.navsup.navy.mil/ccpmd



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On June 16th, 2005, the Consolidated Card Program Management Division of NAVSUP became the DON Component Program Manager for the AIR Card. The CCPMD is responsible for providing oversight and management for all DON program related activities including providing training and customer technical assistance. CCPMD also performs data analysis on transactions to identify questionable purchases.

All DON Major Commands and their subordinate activities involved in the program are responsible for complying with the policies and procedures set forth by DON CCPMD for the use and management of the AIR Card Program. They must provide oversight and operational control for the AIR cards within their commands. The DON CCPMD AIR Card Program website shown here is one of the primary sources of AIR Card policy and procedural guidance. Go to the address shown here and navigate to the AIR Card home page.

Click the forward arrow to continue.

AIR Card Policy



- AIR Card - **Only** Authorized Charge Card
 - Aviation Fuel, Fuel Related Supplies, & Ground Services
- DESC Into-plane Contract Sites and Non-contract Locations
 - Mandatory
 - DOD Installations Where Automated Data Capture (ADC) Equipment Is Used
 - Identaplate (DD Form 1896) At Locations Not Accepting AIR Card
- DON Military & Civilian Personnel Only

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Now let's discuss AIR Card Program policy. As a matter of general policy, the AIR card is the only charge card that DON personnel are authorized to use to purchase aviation fuel, fuel related supplies and ground services for DON owned aircraft. This applies to purchases from DESC Into-Plane contract sites and non-contract locations. It is mandatory to use the AIR Card to purchase aviation fuel at all DESC Into-Plane contract locations that accept it. It is also mandatory to use it at DoD installations where Automated Data Capture equipment is used, as the AIR Card has replaced the Identaplate, known as, DD Form 1896, at these locations.

Only DON military and civilian personnel are authorized to use the AIR card. Click the forward arrow to continue.

Establishing an AIR Card Account

- Send an eMail to air_card@navy.mil
- Include Accountable Official Nomination Form
 - Available at <http://www.navsup.navy.mil/ccpmd>
 - Navigate to the AIR Card Policies Web Page
- Requests for Aircraft Transfers, New Cards, & Cancellations
 - eMail air_card@navy.mil

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There is a specific procedure for establishing an AIR Card account. The basic process requires an email be sent to air_card@navy.mil. This email must include a completed Accountable Official Nomination Form. We will discuss the role of the Accountable Official in detail later in this course. Suffice it to say that the Accountable Official is the individual who will be financially responsible for the use of the card. As indicated here on this slide, the Accountable Official Nomination Form is available from the DON CCPMD AIR Card Program website. The link to the form is located on the AIR Card Policies webpage.

In addition to establishing new accounts, requests for aircraft transfers, new cards, and cancellations must also be sent via email to air_card@navy.mil. Click the forward arrow now to see how cards are issued.

How is an AIR Card Issued ?

- AIR Cards Are Assigned to the Aircraft
 - Not an Individual
 - Must Remain With the Aircraft
 - Embossed With That Aircraft's Tail Number (BuNo)
- "Any Aircraft" Cards - "ANY ACFT"
 - Allows "Any Aircraft" to Refuel
 - Designation Identifies Unit to Be Charged
 - Must Stay in the Unit/Wing/Squadron's Possession

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When a new AIR Card is issued, it is assigned to the aircraft, not an individual, and must remain with the aircraft. The AIR card is actually embossed with that aircraft's tail number.

There is a special type of AIR Card called an "Any Aircraft" card. This type of card is assigned to a specific unit rather than a specific aircraft. These cards are labeled as "ANY ACFT" cards, which stands for "Any aircraft" and, as the name implies, any aircraft can refuel using the card. These cards have a designation on them that identifies the unit to be charged for fuel lifted in situations where the charge card assigned by tail number is not the incurring unit. These cards must stay in the unit, wing or squadron's possession at all times.

There is another special type of AIR Card called the Into-Truck card. Click the forward arrow to review this special AIR Card.

Into-Truck Cards

Fueling units can also obtain “Into-Truck” cards to purchase bulk fuel used to re-fuel aircraft.



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DON fueling units can obtain what are called “Into-Truck” cards. These cards allow for the bulk purchase of fuel used to re-fuel aircraft. The contract provider delivers the fuel into a refueling truck and the driver pays using the “Into-Truck” Card.

Let’s consider now who are the authorized users of the AIR Cards. Click the forward arrow to continue.

Authorized Users of the AIR Card

- Pilot
- Flight Commander
- Aircraft Commander
- Crew Chief
- Contracting Officer



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The following individuals are the only authorized users of the AIR card. They are considered ordering officers and are the pilot, the flight commander, the aircraft commander, the crew chief, and the contracting officer.

These personnel are responsible for the use of the AIR Cards to make appropriate purchases of fuel and services. Some of these purchases are billed centrally to DESC and some are billed to the unit. These billing distinctions will be explained in part 2 of this lesson.

Click the forward arrow now to review the training objectives covered in this first part of lesson 1.

Review of Objectives

You should now be able to:

- Explain how to establish an AIR Card account. [\(REVIEW\)](#)
- Identify the Department of the Navy AIR Card Program Management Office. [\(REVIEW\)](#)
- Identify authorized AIR Card users [\(REVIEW\)](#)
- Explain the procedure for transferring aircraft and their associated AIR Cards.
- List the Order of Preference for refueling resources.
- Identify AIR Card Authorized & Unauthorized Purchases

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This is an opportunity to review and reinforce this lessons objectives. Take a minute and re-read the objectives. If necessary, you can click on the word “REVIEW” to return to the relevant area of the training to review that topic. When you are finished reviewing a topic, click the “RETURN” arrow icon in the navigation toolbar to return to this page of the course. The “RETURN” arrow is the second button from the right end of the toolbar.

When you are confident that you understand the material, click the forward arrow to continue.

DON AIR Card Certification Course

Lesson 1, Part I

Introduction & General Policy



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Congratulations, you have completed Part 1 of Lesson 1. At the end of each lesson, you'll return to the main menu to select the next lesson. Click on the "HOME" button icon in the navigation toolbar to close this lesson and return to the main menu. At the Main Menu, click on Lesson 1, Part II to continue your training.

DON AIR Card Certification Course

Lesson 1, Part II

Introduction & General Policy



Agency Program Coordinator Course

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This is Lesson 1, Part II, a continuation of the general introduction to the program, its policies and regulations. Click the forward arrow to continue your training.

Lesson 1, Part II Learning Objectives

You should now be able to:

- Explain how to establish an AIR Card account.
- Identify the Department of the Navy AIR Card Program Management Office.
- Identify authorized AIR Card users
- Explain the procedure for transferring aircraft and their associated AIR Cards.
- List the Order of Preference for refueling resources.
- Identify AIR Card Authorized & Unauthorized Purchases

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The last three objectives listed here will be covered in this part of lesson 1. Take a minute to read these objectives and then click the forward arrow to continue.

Purchase Types

- **Centrally Paid by DESC**
 - Aviation Fuel
 - Flowage Fees
 - Fuel Additives (FSII, SDA, CI)
- **Billed to Unit Payment Office**
 - Authorized Ground & Ramp Services
 - Callout Fees
 - Overtime Charges
 - Rapid/Hot Refueling Fees
 - Landing Fees
 - De-icing Services
 - Other Aviation Related Fluids
 - Ground & Ramp Services/Fees



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This is a list of the types of products and services which can be purchased with the AIR Card. The list is divided into purchases which are paid centrally by DESC and those which are billed back to the unit's payment office. The AIR card is authorized for these purchases but not to exceed the simplified acquisition threshold of \$100,000.

Not all installations accept the AIR Card however those that do not will accept the Standard Form 44, the Purchase Order-Invoice-Voucher. This method of payment is limited to the micro purchase threshold of \$2,500.

Click the forward arrow to continue.

Payment Guidance

- DESC Initially Pays
- Split Billing
 - DESC San Antonio
 - DFAS Columbus
- Interfund Billing - MILSBILLS
- Prompt Payment Certification
 - FAR Subpart 32.9 and 5 CFR 1315
 - DoD FMR 7000.14R, Volume 5, Chapter 33



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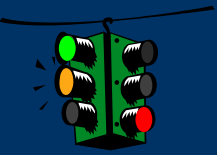
DESC initially pays for all fuel related products through a process called split billing. Split billing is the means of centrally billing the “fuel” portion of your invoice. For the fuel portion, DESC San Antonio acts as the certifying office and DFAS Columbus is the paying office. The individual unit is then billed through Interfund billing, referred to as MILSBILLS. This process reimburses DFAS at the negotiated standard price for fuel purchases. This includes fuel, flowage fees, and fuel additives.

The other portion of the split billing for authorized ground and ramp services are considered non-fuel purchases and will be billed directly from the card contractor to each incurring unit. The Units own certifying office processes the invoice for payment by the appropriate DFAS office.

A prompt payment certification must accompany each non-fuel invoice billed by the card contractor and sent to DFAS. This must be in accordance with regulations listed here.

Click the forward arrow to continue.


Order of Preference



	Permissible Sources ↓	Methods of Payment ↓	Cost to Aircraft/Unit ↓
1.	Military Installations	Identaplate/ AIR Card	Standard Price
2.	DESC Into-Plane Contracts	AIR Card Into-Plane Contract	Standard Price
3.	Non-Contracted FBO	AIR Card Non-Contract	Local Purchase Standard Price

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This chart shows the “Order of Preference” for refueling resources.

Military aviation fueling resources and related services are the first choice. Identaplate and AIR Card are acceptable methods of payment at these installations.

The second choice is DESC Into-Plane contracts if military resources are unavailable. Aircrews shall restrict fuel and service purchases to DESC Into-Plane contractors at commercial airports when this option is available. AIR Cards are the acceptable method of payment.

The third option is Non-contracted providers. Aircrews are authorized to purchase fuel and services from any available source when no DESC Into-Plane contract is available. The aircrew is authorized to use the U.S. Government Purchase Order - Invoice – Voucher, SF44, in accordance with local purchasing procedures when fueling must occur at a non-DESC contracted locations and an AIR card-accepting merchant is not available.

Please note: the Government Commercial Purchase Card is not an authorized method of payment for aircraft fuel, fueling related services or ground services for DON owned aircraft. AIR cards can be used at both DESC Into-Plane contract locations as well as non-contract airports where the card is accepted.

Click the forward arrow to continue.

Authorized Purchases

- Aviation Fuel
- Callout Fees
- Flowage Fees
- Overtime Charges
- Rapid/Hot Refueling Fees



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This is a list of fuel and fuel related services which are authorized for purchase with the AIR Card. Overtime charges are only allowable in conjunction with refueling. If a squadron fails to show up for a scheduled refueling stop and overtime fees are charged, the unit/wing/squadron will be liable for those overtime charges.

Click the forward arrow now to review authorized non-refueling related charges.

Authorized Ancillary Non-fuel Goods and Ground Services

- Aircraft Cleaning Services
- Aircraft Landing Fees
- Aviator Breathing Oxygen
- De-icing Service
- Defuel and Refuel Services
- Ground Equipment Services
- Hydraulic Fluids
- Catering - Passengers Only
- Lubrication Oils
- Parking Fees
- Ramp Fees
- Security Services
- Slot Time Fees
- Custom Fees
- Supplies

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The AIR card can be used to purchase many ancillary non-fuel goods and ground services several of which are listed here.

The aircraft housekeeping or cleaning services includes trash collection, vacuuming, lavatory servicing, potable water and similar services. Catering on passenger flights can be charged but only for the passengers. Necessary ground equipment services would include GPU, baggage conveyer belt, electrical grounding hookup, stairs and start carts. Customs fees can be charged to the AIR Card if they were paid by the refueling vendor. And lastly, the supplies category includes maps, navigational aids and other necessary supplies.

In addition, other services can be considered on a case by case basis.

Click the forward arrow to continue.

Un-authorized Uses

-  Not Official DON Business
-  Unauthorized Fuel Products and Ground Services
-  Fuel Quantities That Exceed the Aircraft Capacity
-  Meals, Food, Beverage, Tobacco, and Alcohol
-  Taxi or Shuttle Service

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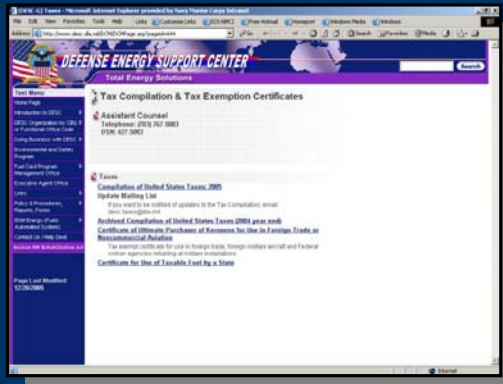


In the interest of clarity, here are five categories of unauthorized Air Card transactions. (1) Transactions not performed as official DON business; (2) Transactions for unauthorized fuel products and ground services; (3) Transactions for fuel quantities that exceed the aircraft capacity; (4) Transactions for meals, food, beverages, tobacco, and alcohol; and, (5) taxi and shuttle services.

In general, if it's not on the list of authorized purchases, it's unauthorized. Now click the forward arrow to review the topic of taxes and the AIR Card.

Taxes

- DON Military Aircraft Are Exempt From Paying Federal Excise Tax (FET)
- Many States Also Provide a State Excise Tax Exemption



<http://www.desc.dla.mil/DCM/DCMPage.asp?pageid=644>

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Since October 1, 2005, DON military aircraft are exempt from paying Federal Excise Tax on aviation fuel at the point of sale. Many states also provide a State Excise Tax exemption for Federal government purchase of aviation or jet fuel. The DESC AIR card contract requires the card contractor to identify all taxes and the appropriate per unit amounts for Federal, State, Local, Territorial and other taxes on all invoices.

State information concerning Excise Tax exemptions may be viewed on the DESC webpage shown here. Please click the forward arrow to continue.

Gratuities

- Pilots, Flight & Aircraft Commanders, and Crew Chiefs **Shall Not Accept** Gratuities
- Contractor Who Offers Gratuities Shall Have the **Contract Terminated**
- Standards of Conduct Clearly Identified
 - Executive Order 12731 of 17 October 1990
“Principals of Ethical Conduct for Government Officers and Employees,”

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Pilots, flight and aircraft commanders, and crew chiefs are considered government procurement officials in that they order fuel and other supplies and commit the government to purchase those items. As such, they shall not accept gratuities.

Further, DESC Into-Plane contracts contain a Gratuities clause, which states that a contractor who offers gratuities in order to obtain favorable treatment under a contract shall have the contract terminated and exemplary damages applied.

Executive Order 12731 , dated October 17, 1990, and titled “Principals of Ethical Conduct for Government Officers and Employees,” clearly identifies the standards of conduct expected of flight crew members.


Please click the forward arrow to continue.

Aircraft Transfers



Transferring Squadron Data	Receiving Squadron Data
<ol style="list-style-type: none">1. Squadron Name2. Squadron DODAAC3. Squadron AO Name4. Transfer Date5. Tail (BuNo) Number6. MDS (Model Description Series)7. APC/TEC Code	<ol style="list-style-type: none">8. Squadron Name9. Squadron DODAAC10. Squadron AO Name11. Fund Code12. Signal Code13. SUPAAC14. APC/TEC Code

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AIR Cards are associated with the aircraft and, therefore, transferring an aircraft requires special attention to also correctly transfer the AIR Card.

As the first step, the transferring squadron transfers the aircraft via the Aircraft Inventory Reporting System (AIRS). The second step is for the receiving squadron to send specific details about the aircraft transfer to the DON AIR Card Program Management Office at air_card@navy.mil. The eMail must include the fourteen items listed here and indicate whether or not a new card is required.

If an aircraft is transferred to a depot or contractor for maintenance, the owning activity must maintain accountability of the AIR card. If fuel or services are purchased with the assigned AIR card while the aircraft is in rework status, the activity having permanent custody will be responsible for the charges. Also, if transferring an aircraft to the Aerospace Maintenance and Regeneration Center for storage, the assigned AIR card must be canceled. Contact the DON AIR Card Program Management Office with the DODAAC and the aircraft bureau number to cancel the card.

Now, click the forward arrow to review this lessons objectives.

Review of Objectives

You should now be able to:

- Explain how to establish an AIR Card account.
- Identify the Department of the Navy AIR Card Program Management Office.
- Identify authorized AIR Card users
- Explain the procedure for transferring aircraft and their associated AIR Cards. [\(REVIEW\)](#)
- List the Order of Preference for refueling resources. [\(REVIEW\)](#)
- Identify AIR Card Authorized & Unauthorized Purchases [\(REVIEW\)](#)

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You have now completed Lesson 1; take a minute and re-read the objectives. If necessary, you can click on the word “REVIEW” to return to the relevant area of the training to review that topic. When you are finished reviewing a topic, click the “RETURN” arrow icon in the navigation toolbar to return to this page of the course. The “RETURN” arrow is the second button from the right end of the toolbar.

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Lesson 1, Part II

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Congratulations, you have completed Lesson 1. Click on the “HOME” button icon in the navigation toolbar to close this lesson and return to the main menu. At the Main Menu, click on Lesson 2 to continue your training.

DON AIR Card Certification Course

Lesson 2

Program Hierarchy Structure



Agency Program Coordinator Course

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This is lesson 2 of the AIR Card Certification course. Click the forward arrow to review this lesson's objectives.

Lesson 2 Learning Objectives

Upon successful completion of this lesson, you will be able to:

- Explain the two purposes of the AIR Card Program Hierarchy Structure.
- List the five levels of the hierarchy structure.
- Provide an example of an AIR Card Hierarchy Structure



This lesson has three major objectives which are listed here. Take a minute now to read these objectives. When you finish this course, you will be tested on these objectives and the objectives of the other lessons. Click the forward arrow when you are ready to start lesson 2.

AIR Card Hierarchy Structure



The AIR Card Program tracks ownership of its account transactions using:

- a *hierarchal, account structure*
- consisting of *five hierarchy levels*
- labeled with *Command Names* or *Unit Identification Codes* (UIC).

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The AIR Card Program Management Office and the card provider must be able to determine the ultimate ownership of each AIR Card account, for example, does the card belong to the Navy, Army or the Air Force. The program must be able to link each account to a specific Unit, Wing or Squadron and up through the chain of command to the correct Major Command. In addition to account ownership issues, the program needs an effective channel of communication from the Program Management Office throughout the organization to all program participants. Both of these issues, account ownership and communications, are facilitated by the AIR Card Program Hierarchy Structure.

The AIR Card Program tracks ownership of its accounts and creates channels of communication using a *hierarchal, account structure* consisting of *five hierarchy levels*. Each level is labeled with a Command Name or its Unit Identification Code, the UIC.

Please click the forward arrow to see this structure in more detail.

AIR Card Hierarchy Structure



The hierarchy structure includes these levels:

- *HL1:* DoD Program Management Office - DESC
- *HL2:* Component Program Manager - DON CCPMD
- *HL3:* DON Major Commands
- *HL4:* Subordinate Commands - e.g. Regions, Wings, and REDCOMs
- *HL5:* Unit/Wing/Squadron Accountable & Certifying Officials

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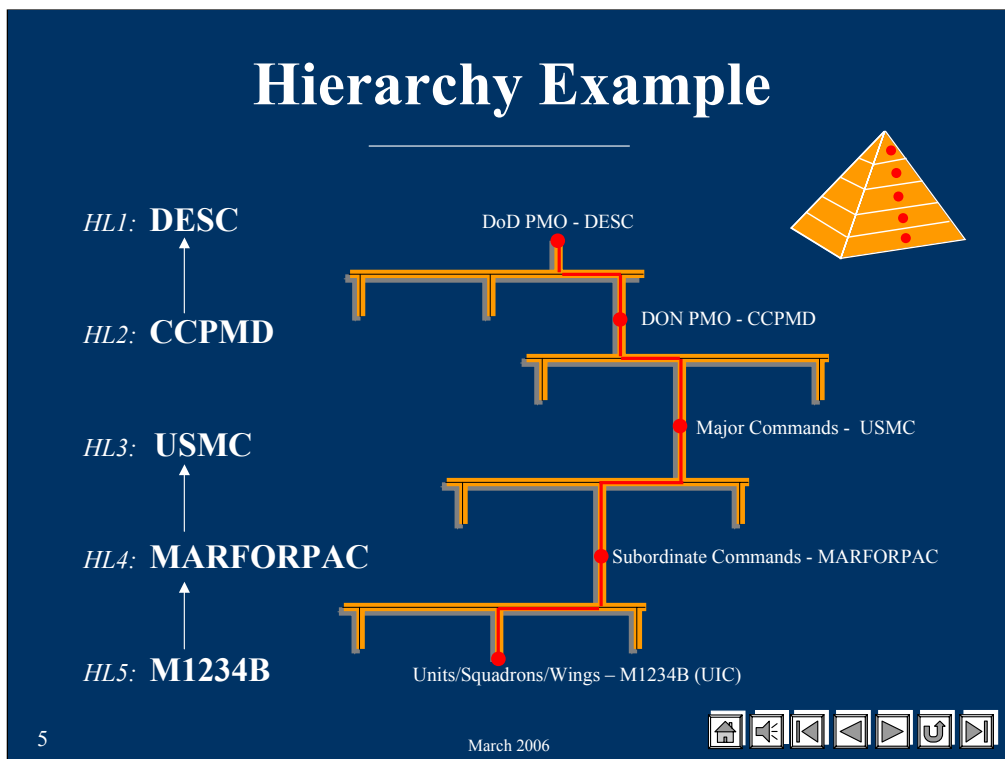
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The hierarchy structure for the DON AIR card program starts at the top with hierarchy level 1: the DoD Program Management Office which is DESC. DESC has responsibility for all the DoD level 2 components including the DON Consolidated Card Program Management Division, known as CCPMD. Hierarchy Level 3 is occupied by the DON Major Commands such as NAVSUP, NAVAIR and the Marine Corps. Each Level 3 command is represented by an Agency Program Coordinator, who acts as the liaison between the Major Command, all accounts within their purview, and the DON CCPMD office. Level 4 in the hierarchy is the Subordinate Commands level which includes Regions, Wings, and REDCOMs. Each Level 4 may be represented by one or more Agency Program Coordinators who act as the liaison between their account(s), their major command, and the CPM office.

Finally, the Accountable & Certifying Officials are located at the squadron level which is hierarchy level 5. The Unit/Wing/Squadron is home to the individual card users who actually utilize the AIR card to procure fuel and related services to accomplish their missions. Agency Program Coordinators also reside at the squadron level to manage the administrative aspect of the AIR cards.

Click the forward arrow to see an example of an AIR Card hierarchy.



This chart shows a sample hierarchy structure. This hierarchy is for a Marine Corps AIR Card account in a Squadron with the fictitious UIC of M1234B. The squadron is in Subcommand, MARFORPAC. The linking of the squadron to the subordinate command to the major command shown here allows the AIR Card contractor to clearly establish ownership of this AIR Card account. It also provides a clear communications channel from DON CCPMD to the specific UIC that owns the account.

The AIR Card Hierarchy Structure serves this two-fold function - it establishes clear account ownership up the hierarchy links while providing a communications channel down the structure.

Now, click the forward arrow to review this lesson's objectives.

Review of Objectives

You should now be able to:

- Explain the two main purposes of the AIR Card Program Hierarchy Structure. [\(REVIEW\)](#)
- List the five levels of the hierarchy structure. [\(REVIEW\)](#)
- Provide an example of an AIR Card Hierarchy Structure [\(REVIEW\)](#)



Take a minute to review this lesson's objectives; you can review the relevant training material by clicking on the word, REVIEW. When you are finished reviewing a topic, click the "return" arrow in the navigation toolbar to return to this page of the lesson. When you are confident that you understand the material, click the forward arrow.

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Lesson 2

Program Hierarchy Structure



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This concludes lesson 2, Program Hierarchy Structure.. Click on the “HOME” icon in the navigation toolbar to close this lesson and return to the main menu. At the main menu, click on lesson 3 to continue your training.

DON AIR Card Certification Course

Lesson 3

Program Major Roles



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This is lesson 3 of the AIR Card Certification course. Click the forward arrow to review this lesson's objectives.

Lesson 3 Learning Objectives

Upon successful completion of this lesson, you will be able to:

- State the AIR Card role and responsibilities of the Commanding Officer.
- State the AIR Card roles and responsibilities of the APC, Approving Official & Certifying Officer.
- State the AIR Card role and responsibilities of the Card User.
- Explain AIR Card usage with Contracted Services.

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This lesson discusses the roles and responsibilities of the major players in the AIR Card Program. Read the training objectives listed here and then click the forward arrow when you're ready to begin.

Commanding Officers

- 12 Major Commands in AIR Card Program
- Providing Oversight of Activities
- Level 3 Agency Program Coordinator
 - Appoint in Writing
 - Under the Commands' Supervision
 - Support and Oversight
 - Report to the CPM

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Commanding Officers are responsible for selecting and appointing the key personnel to operate the AIR Card Program within their commands and, then, they must provide program oversight. Major Commands are required to appoint, in writing, an Agency Program Coordinator who will report to the DON Consolidated Card Program Management Division on behalf of their major command. This individual, identified as the Level 3 Agency Program Coordinator, will provide AIR Card Program support and guidance to all participants within that major command.

Commanding Officers at all levels must select Agency Program Coordinators who will provide the correct level of guidance and direction for the management of their Air Card program. In summary, Commanding Officers' have two main responsibilities to the program. First, they must select and appoint qualified individuals to manage their AIR Card Program and, second, they must provide ongoing guidance and oversight to ensure that their program is managed correctly .

Please click the forward arrow to continue.

Agency Program Coordinator

- Appointed in Writing
- Implementation and Execution
 - Accordance With DON Regulations
- Primary Liaison – Up & Down Hierarchy
- Shall Not Be an Accountable Official, Certifying Officer, or Ordering Officer
- Sample Appointment Letter
 - www.navsup.navy.mil/ccpmd
- Can Not be a Contractor

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Agency Program Coordinators, called APCs, are assigned at three levels within the hierarchy which creates the chain of command structure for the program. The APC is appointed in writing by the commanding officer or designee and is responsible for the implementation and execution of the AIR card program in accordance with DoD and DON policies and regulations.

Only DON military personnel and civilian employees may be appointed as Agency Program Coordinators and they must be appointed in writing. Specifically, a contractor can not be appointed as an APC. A sample appointment letter is available online at navsup.navy.mil/ccpmd under the AIR Card Program Policies tab.

The APC is the primary liaison responsible for the implementation and operation of the AIR card program within the command, subordinate command, unit, wing or squadron. To ensure proper separation of functions, an APC can not also be a certifying officer, approving official or an ordering officer.

Click the forward arrow to review the responsibilities of the Certifying Officer.

Certifying Officer

- **Fuel Purchases** - DESC-RRF is Certifying Officer
 - Fuel Payment
 - Send Interfund Bill to DFAS to Bill Squadron
- **Non-fuel Purchases** – Local Certifying Officer
 - Accountable Official (ACO)
 - Unit/Wing/Squadron
- Samples: <http://www.navsup.navy.mil/ccpmd>
 - Appointment Letter
 - Appointment/termination Record (DD Form 577)

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The Certifying Officer is responsible for the validation and certification for payment of charges made with the AIR Card. Only DON military members and civilian personnel may be appointed as a Certifying Officer.

In the AIR card program, the certification of fuel purchases and non-fuel purchases are handled differently. The Certifying Officer for fuel purchases is DESC-RRF, which is the Financial Support Branch of the DESC Retail Management Division. This certifying officer is responsible for fuel payments and for sending interfund bills to DFAS for reimbursement by the unit, wing or squadron that made the fuel purchase.

Non-Fuel purchases are certified by the local Certifying Officer at the unit/wing/squadron. This position is sometimes called the ACO because it encompasses both the roles of the Approving Official and the local Certifying Officer. We will discuss the Approving Official functions next. The Certifying Officer appointee must complete a DD Form 577, Appointment/Termination Record – Authorized Signature form. The appointment letter and signature card shall specifically identify the types of payments to be certified. The Accountable Official Nomination Form and Appointment/Termination Record (DD Form 577) are available online at the DON CCPMD AIR Card Program website under the Policies tab.

The local Certifying Officer is responsible for the validation, certification and payment of all non-fuel purchases made with the AIR card within their purview. In accordance with DoD Financial Management Regulation 7000.14R, Volume 5, Chapter 33, Certifying Officers have pecuniary liability for erroneous payments resulting from their negligent actions. To ensure the proper separation of functions, the certifying officer cannot perform the duties or assignments of an APC.

Click the forward arrow now to review the responsibilities of the Approving Official.

Approving Official

- Provide Source Info, Data or Service to Certifying Officer
- 1st Line of Defense - Fraud, Misuse & Abuse
- Primary AIR Card Financial Player
 - Approves Fuel Purchases for DESC Certification
 - Approves and Certifies Non-Fuel Purchases
- Liable for Erroneous Payments
- Must not Perform Duties of an APC
- Approving Official + Certifying Officer = ACO

6

March 2006



The Approving Official supports the payment process and is the program's first line of defense against fraud, misuse and abuse. They are responsible for ensuring proper use of the AIR card and must review fuel and non-fuel purchases within their purview. In accordance with DoD Financial Management Regulation 7000.14R, Volume 5, Chapter 33, Approving Officials may be held liable for erroneous payments resulting from their negligent actions.

To ensure the proper separation of functions, approving officials cannot perform the duties or assignments of an APC, however, they may perform the functions of a certifying officer. In the DON AIR Card Program, the combination of the approving official and the certifying officer position into one individual's responsibilities is referred to as the ACO.

Click the forward arrow to continue.

Card Users



- Pilots, Flight Commanders, Aircraft Commanders, Crew Chiefs
 - Authorized to Place Orders
 - Into-plane Contracts
 - Fuel, Fueling Related Services, and Ground Services
- Must Sign a Statement of Understanding
 - Sample SOU Is Available Online:
www.navsup.navy.mil/ccpmd
- Liable to the Government for Any Unofficial Transaction

7

March 2006



The AIR Card Program Card Users are the pilots, flight commanders, aircraft commanders and crew chiefs who are authorized to place orders against the Into-Plane contracts. They can use the AIR Card to procure authorized fuel, fueling related services and ground services for government owned aircraft. Card Users must sign a Statement of Understanding, called an SOU, prior to use of an AIR card. A sample SOU is available online at the DON CCPMD AIR Card Program website.

As explained in the SOU, Card Users will be held liable to the government for any transactions which are not for official government business or that do not meet DON guidelines.

Click the forward arrow now to see a sample SOU.

Aviation Into-plane Reimbursement (AIR) Card Program
Card User Statement of Understanding (SOU)

I certify that I have read the attached Multi Service Corporation brochure "AIR Card User's Guide". I understand that I am authorized to use the AIR card only for those necessary and reasonable expenses incurred by me for official government business for aviation fuel and related ground services and supplies for DOD owned/leased aircraft.

I understand that the issuance of this charge card to me is an extension of the employer-employee relationship and that I am being specifically directed to:

- Abide by all rules and regulations with respect to the charge card.
- Use the charge card only for official government business.
- Notify the APC/AO of any problems with respect to my usage of the charge card.
- Notify the APC/AO immediately if my charge card is lost or stolen.

(Card applicants must initial all the above provisions.)

I also understand that failure on my part to abide by these rules or to otherwise misuse the card may result in disciplinary action being taken against me and the loss of my security clearance. I also acknowledge the right of the AO and/or APC to revoke or suspend my AIR Card privileges if I fail to abide by the terms of this agreement.

X (Applicant's Signature) (APC/AO Signature)

(Applicant's Print Name) (APC/AO Name)

(Applicant's Series/Grade/Title) (APC/AO Series/Grade/Title)

NOTE: AO/APC will not issue an AIR Card unless the Card User signs this Statement of Understanding and receives training as mandated by the DON AIR Card Program Management Office.

AIR Card User Statement of Understanding

AIR Card User
Must Read, Initial
and Sign SOU
Before Using an
AIR Card.

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The AIR Card User must complete the mandatory training course and complete this Statement of Understanding before using the card. This SOU is available from the DON CCPMD AIR Card Program website under the Policy tab.

There are four operative statements which the card user must read and then initial as having read. Those statements are:

- Abide by all rules and regulations with respect to the charge card
- Use the charge card only for official government business
- Notify the APC/ACO of any problems with respect to my usage of the charge card
- Notify the APC/ACO immediately if my charge card is lost or stolen

After reading and initialing each of these statements, the prospective card user signs the SOU which is then placed in the appropriate personnel file for future reference.

Click the forward arrow to continue.

Contracted Services

“Interim Guidance – Contractors And Fuel Card Usage/Issuance”

[http://www.desc.dla.mil/DCM/Files/Contractors Interim Guidance 4-21.htm](http://www.desc.dla.mil/DCM/Files/Contractors%20Interim%20Guidance%204-21.htm)

DESC ***will not authorize*** issuance of AIR Cards to contractors or contractor owned aircraft.

- **Leased Aircraft**

- DESC May Authorize Issuance of an AIR Card
- Only After Assignment of U.S. Gov. Official, Employee, or Military Member As the Accountable Official

- **Contractor Operated/Maintained Aircraft**

- Very Limited Circumstance
- Contracting Agency Shall Determine Subject to Restrictions

9

March 2006



Contracted Services include the categories of Leased Aircraft and Contractor Operated and/or Maintained Aircraft. DESC will not authorize issuance of AIR Cards directly to contractors or for contractor owned aircraft. There is additional guidance on this topic available in the DESC memo titled, “Interim Guidance Concerning Contractors and Fuel Card Usage/Issuance”. A copy of this memo is located at the web address shown here.

Regarding Leased Aircraft, DESC may authorize issuance of an AIR Card to a government activity for a leased aircraft. The AIR Card shall only be issued after a U.S. Government official, employee or military member, is assigned as the Accountable Official. This ACO's prescribed responsibilities must including reviewing and validating all AIR Card transactions. The ACO must complete and submit an Accountable Official Nomination Form to the Retail Management Division of DESC prior to issuance of the AIR Card. This form and complete instructions are available under the Policies tab of the DON CCPMD AIR Card website.

There are situations where the operation and/or maintenance of a Federal Government owned or leased aircraft has been contracted out. In these situations, DON CCPMD AIR Card Program Management Office must pre-approve use of an AIR Card account by contractor personnel. This usage is subject to other restrictions listed in the “Interim Guidance” document previously mentioned.

Click the forward arrow now to review this lessons objectives.

Review of Objectives

You should now be able to:

- State the AIR Card role and responsibilities of the Commanding Officer. [\(REVIEW\)](#)
- State the AIR Card role and responsibilities of the APC, AO and Certifying Officer. [\(REVIEW\)](#)
- State the AIR Card role and responsibilities of the Card User. [\(REVIEW\)](#)
- Explain AIR Card usage with Contracted Services. [\(REVIEW\)](#)

10

March 2006



This concludes lesson 3. Take a minute to review the objectives listed here. If necessary, you can click on the word “REVIEW” to return to the relevant area of the training to review that topic. When you are finished reviewing a topic, click the “RETURN” arrow icon in the navigation toolbar to return to this page of the course.

When you are confident that you understand the material, click the forward arrow to continue.

DON AIR Card Certification Course

Lesson 3

Program Major Roles



Agency Program Coordinator Course

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March 2006



This completes Lesson 3, Program Major Roles. Click on the “HOME” icon in the navigation toolbar to close this lesson and return to the main menu. At the main menu, click on Lesson 4 to continue your training.

DON AIR Card Certification Course

Lesson 4

APC Responsibilities



Agency Program Coordinator

1

March 2006



This is Lesson 4 of the AIR Card Certification Course. Click the forward arrow to review this lessons objectives.

Lesson 4 Learning Objectives

Upon successful completion of this lesson, you will be able to:

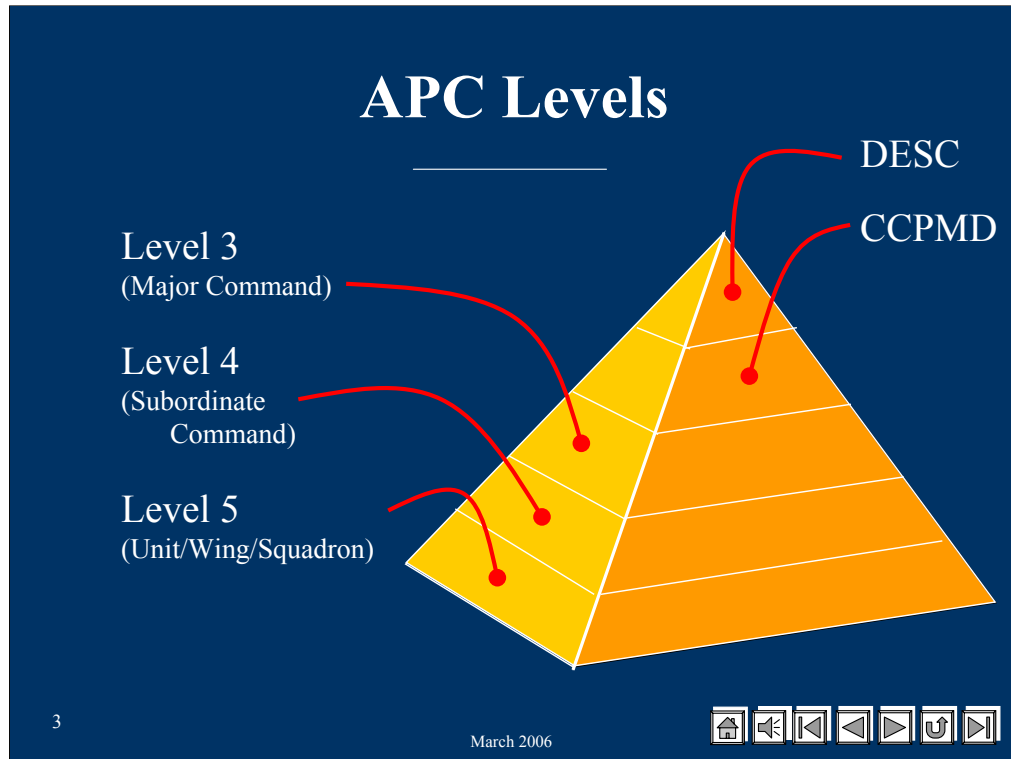
- Explain the need for three levels of APCs.
- List the main responsibilities of the Level 3 APC.
- List the main responsibilities of the Level 4 APC.
- List the main responsibilities of the Level 5 APC.
- List the AIR Card Personnel Documentation Requirements.

2

March 2006



Lesson 4 discusses the main responsibilities of an AIR Card Agency Program Coordinator. Take a minute now to read over the training objectives listed here. When you finish this course, you will be tested on these objectives and the objectives of the other lessons. When you are confident that you understand the objectives, click the forward arrow to continue.



The AIR Card Program is structured with three levels of Agency Program Coordinators. Each of the major commands has a Level 3 APC. The major commands may or may not have subordinate commands at level 4. The Unit/Wing/Squadron level of the structure has Level 5 APCs to manage the AIR Card program at this operational level.

The APC responsibilities are different at each of these three levels. Click the forward arrow to review the Level 3 APC responsibilities.

APC Responsibilities

Major Commands - Level 3

- Ensure Local Programs Follow DoD and DON Policies
- Acquire Detailed Policy and Procedural Knowledge
- Ensure Training Compliance & Systems Access Within 30 Days From Appointment
- Document and Report All Non-compliance, Misuse and Abuse to the CPM
- Maintain Communications Throughout Program
- Sign up for DON CCPMD Email Subscription Service
- Attend Annual DON APC Conference



4

March 2006



The Level 3 Agency Program Coordinator is the AIR Card Program Manager for the entire Command and must ensure the local programs are run in accordance with DoD and DON policies. This responsibility, of course, requires a detailed knowledge and understanding of all the program policies and procedures.

The Level 3 APC must establish controls to ensure that all program participants complete the mandated, role-based training and acquire access to all necessary systems within 30 days from appointment. This includes both initial and biennial refresher training. The required courses are available under the Training tab of the DON AIR Card Program website.

The Level 3 APC must document any action taken regarding non-compliance, misuse and/or abuse and must report these occurrences up the hierarchy to the AIR Card Program Office at DON CCPMD. Communication is a major function of the Level 3 APC both up and down the program hierarchy and with the card contractor. DON CCPMD facilitates much of this communication with an email subscription service to distribute periodic policy and administrative notices. Additionally, Level 3 APCs are required to attend the DON APC Annual Conference.

Level 3 APCs are a focal point for program information and are expected to communicate this information to all who need it. Click the forward arrow and we'll see how the Level 4 APC responsibilities compare with those of the Level 3.

APC Responsibilities

Subordinate Commands - Level 4

- Ensure Local Programs Follow DoD and DON Policies
- Acquire Detailed Policy and Procedural Knowledge
- Ensure Training Compliance & Systems Access Within 30 Days From Appointment
- Document and Report All Non-compliance, Misuse and Abuse to the Hierarchy Level 3
- Maintain Communications Throughout Program
- Sign up for DON CCPMD Email Subscription Service
- Attend Annual DON APC Conference



5

March 2006



The responsibilities of the Subordinate Command, Level 4 APCs are very similar to the Major Command, Level 3 APCs. They are responsible for the AIR Card program within their subordinate commands; the Level 4 APCs exist to address a span of control issue and support the Level 3 APCs in the management of the program in large organizations. Not all Major Commands have Level 4 APCs.

Specifically, Level 4 APCs must ensure execution of their local programs in accordance with DoD and DON policies. They need to acquire detailed knowledge and understanding of all policies and procedures for the program and ensure DON role-based training is completed within 30 days of appointment.


All APCs must monitor their programs for any signs of non-compliance, misuse and/or abuse and report these occurrences up the hierarchy chain to the DON Program Management Office. Maintaining open communications throughout the chain including with the card contractor, is an important responsibility which can be enhanced by signing up for the DON CCPMD email subscription service and by attending the DON APC Annual Conference.

Click the forward arrow and we'll review the Level 5 APC responsibilities which are more operational in nature than those of the Level 3 and 4.

APC Responsibilities


Unit/Wing/Squadron - Level 5

- Ensure Personnel Are Properly Appointed, Trained, and Are Capable
- Create an Individual File for Each Program Participant
- Maintain Flight Packets and Ensure All Flight Packet Documentation Is Provided
- Ensure Aircrews Are Aware of the Correct AIR Card Use Procedures
- Perform Regular AIR Card Account Maintenance
- Ensure Aircraft Transfer Requests Are Forwarded to the DON CCPMD



6

March 2006



The Level 5 APCs are the AIR Card Program's operational managers. Level 5 APCs are at the Unit/Wing/Squadron level and, as such, are responsible for management of the program's daily functions. In addition to the generic types of program responsibilities previously described for the Level 3 & 4 APCs, Level 5 APCs must ensure that program personnel are properly appointed, trained, and are capable of performing their respective duties. The Level 5 APC should create an individual file for each program participant and should retain it for the duration the employee serves in this capacity and for three years beyond.

Level 5 APCs must ensure that AIR Cards are maintained in the flight packets and that all flight packet documentation is provided to the appropriate personnel. The APC must ensure aircrews are aware of the correct AIR Card use procedures and that there is accountability for each card so its possession at the point of sale can be audited.

Level 5 APCs must perform account maintenance which includes account setup, closure and suspension as required. This can be facilitated by implementing personnel check-in/out procedures. As discussed in lesson 1, aircraft transfers are a special form of account maintenance and the APCs must ensure that aircraft transfer requests are forwarded to the DON CCPMD Program Office for action.

Click the forward arrow to see what documentation APCs must maintain on each of the personnel in their AIR Card program.

Documentation Requirements


(Duration employee serves & for three years beyond)

Personnel File

- ✓ Appointment Documentation
- ✓ Training Certificates
- ✓ DD Form 577
 - Signature Card for DFAS
 - Certifying Official Only
- ✓ System Application Documentation
- ✓ Statements of Understanding (SOU)
- ✓ Other Program Documentation

7

March 2006



The Level 5 APC is required to maintain a personnel file folder for each person in the AIR Card program including their alternate APCs, ACOs and Card Users . The file must be held for three years beyond the end of the person's involvement in the program. The specific items that must be in the folder include but are not limited to:

- Appointment documentation;
- Initial and all refresher training documentation;
- A DD Form 577 which is the signature card for DFAS. This applies to Certifying Official only.
- System application documentation required to gain access to various systems.
- The Card User signed Statements of Understanding
- And, all other relevant program documentation.

Now let's review this lessons objectives. Click the forward arrow to continue.

Review of Objectives

You should now be able to:

- Explain the need for three levels of APCs. [\(REVIEW\)](#)
- List the main responsibilities of the Level 3 APC. [\(REVIEW\)](#)
- List the main responsibilities of the Level 4 APC. [\(REVIEW\)](#)
- List the main responsibilities of the Level 5 APC. [\(REVIEW\)](#)
- List the AIR Card Personnel Documentation Requirements. [\(REVIEW\)](#)

8

March 2006



This concludes Lesson 4 of the AIR Card Certification course. Take a minute to review this lesson's objectives. If necessary, you can click on the word "REVIEW" to return to the relevant area of the training to review that topic. When you are finished reviewing a topic, click the "RETURN" arrow icon in the navigation toolbar to return to this page of the course.

When you are confident that you understand the material, click the forward arrow to continue.

DON AIR Card Certification Course

Lesson 4

APC Responsibilities



Agency Program Coordinator

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March 2006



Congratulations! You have completed Lesson 4. Click on the “HOME” icon in the navigation toolbar to close this lesson and return to the main menu. At the Main Menu, click on Lesson 5 to continue your training.

DON AIR Card Certification Course

Lesson 5

Other Participants' Responsibilities



Agency Program Coordinator

1

March 2006



This is lesson 5 of the AIR Card certification course. Click the forward arrow to view this lesson's objectives.

Lesson 5 Learning Objectives

Upon successful completion of this lesson, you will be able to:

- List the Program Responsibilities at the Major Command Level
- List the AIR Card Major Responsibilities of the Commanding Officers & ACOs
- List Four Management Controls
- List the AIR Card User Major Responsibilities

2

March 2006



These are the four main objectives of this lesson. In this lesson, we'll review the major responsibilities of the other participants in the AIR Card Program. Take a moment to read these objectives and when you are ready to continue, click the forward arrow.

Major Commands

- Establish AIR Card Management Program
- Disseminate Guidance and Information
- Perform Program Reviews
- Roles Not in Conflict
- Checks & Balances in Place
- Establish Written Procedures

3

March 2006



Each Major Command must provide the organization and oversight necessary to manage its AIR Card program. Each command must establish an AIR Card Program management structure and must disseminate current guidance and information throughout the command. This guidance must include the latest policies, procedures, standards and mandates established by DoD, DON, Federal regulation, and the laws that pertain to AIR Card use.

Each command must perform periodic reviews at all levels of the organization. These reviews are of the local operating procedures, the internal management controls and of individual transactions. The reviews must ensure that the roles and responsibilities of the program participants are not in conflict and that adequate checks and balances are in place.

The major commands must establish written procedures to monitor AIR Card usage. These procedures should ensure that key personnel are identified and that account establishment, maintenance and closure processes are defined. The procedure must also ensure that training requirements are met and that any program abnormalities are documented and addressed.

Click the forward arrow to continue this discussion of Major Command responsibilities.

Major Commands

- Properly Appoint Personnel
- Separation of Functions
- Training, Business Acumen & Judgment
- Ensure Compliance With Policies & Procedures
- Ensure Accountability for Card Use

4

March 2006



Each Major Command must ensure that personnel are properly appointed and that the “separation of functions” principal is followed. The process for designating personnel who will perform as APCs, ACOs and Card Users needs to be documented. The selection criteria must give proper weight to the candidates training, business acumen and judgment to act on behalf of the Government. Once selected, personnel must receive initial role-based training within 30 days of appointment; refresher training every two-years; annual ethics training and other training as required by the DON CCPMD Program Management Office.

In summary, the Major Commands must ensure that all local programs comply with the regulations, policies, and procedures. There must be accountability for proper use of AIR Card accounts.

Commanding Officers play an important role in the AIR Card Program; click the forward arrow to review their major responsibilities.

Commanding Officers

- Support & Sponsorship to All Participants
- Participants Properly Appointed
- Participants Properly Trained
- Ensure DoD and DON Policies Compliance
- Establish Internal Management Controls

5

March 2006



Commanding Officers are responsible for the management and oversight of the AIR Card Program within their commands. This generic responsibility has several specific requirements many of which are delegated to the command's APCs.

The Commanding Officer must provide support and sponsorship to all participants in the AIR card program. One specific form of this support is to ensure all program participants receive the required training in accordance with DoD and DON policy and procedures. It is the Commanding Officer's responsibility to ensure the local program is being executed in accordance with DoD and DON guidance. The relevant policies and regulations are referenced in the DON AIR Card Instruction. The Commanding Officer must establish internal management controls to ensure this guidance is followed.

Click the forward arrow to continue this discussion of Commanding Officer program responsibilities.

Commanding Officers

- Refueling Sources Consistent With Mission
- Establish & Enforce Program Disciplinary Policies
- Ensure Roles & Responsibilities Not in Conflict
- Ensure Checks & Balances Are in Place

6

March 2006



The Commanding Officer must ensure the selection of refueling resources are consistent with conservation goals and mission requirements. This can best be accomplished when program personnel involved with the use, management and payment process of the AIR card are properly appointed and trained. If personnel violate AIR Card Policies and/or regulations, local procedures must be in place for informal and formal disciplinary actions against APCs, ACOs, and Card Users for non-compliance, fraud, misuse or abuse. With these procedures in place, the Commanding Officer must ensure that disciplinary action is taken when appropriate.

One important method to minimize the need for disciplinary actions is to ensure that participants roles and responsibilities are not in conflict and that adequate checks and balances are in place.

Click the forward arrow to review four management controls that are available to the Commanding Officer.

Management Controls

- ✓ Accountability of Assets
- ✓ Accurate Financial Reporting
- ✓ Accurate Payment Process
- ✓ Regulations Compliance

7

March 2006



Commanding Officers with the support of the command APCs must establish management controls to operate, manage and provide oversight to the local AIR Card program. Accounting controls must be put in place to ensure there is accountability for all assets acquired with the AIR Card. Records must be maintained that track the acquisition of assets and document their disposition. Also, financial systems must be in place to accurately document all AIR Card activity so invoices can be completely and accurately reconciled. Financial documentation and record keeping is an essential step toward creating an accurate payment process. Accountable Officials have pecuniary liability for this process and have a significant vested interest in its accuracy.

The local AIR Card program must adhere to all DoD and DON program guidance. Management controls must be in place to ensure compliance with these regulations.

Click the forward arrow to continue.

Approving Officials *and* Certifying Officers

- Primary Focal Point for All Invoices
- Match Receipts to Invoice Transactions
- Advise APCs & CCPMD of Aircraft Transfers
- Support the Payment Process
- Ensure Prompt Financial Payments & Reporting
- Non-fuel Statement Certification Within 5 Days

8

March 2006



Approving Officials and Certifying Officer are the primary financial players in the AIR Card program. Collectively, they are referred to as Accountable Officials or ACOs. It is their basic responsibility to ensure that the U.S. Government pays its invoices in a timely manner and does not pay any erroneous charges. To accomplish this goal, these officials need detailed knowledge and understanding of the program's policies and procedures.

ACOs are the primary focal point for receipt, review, and approval of all invoices. They must ensure that all receipts are matched to each invoice in order to certify that the invoices are accurate and should be paid. One important aspect of this process is to ensure that the correct activity is being billed for each transaction. ACO's should advise their APCs and the DON CCPMD of aircraft transfers to ensure that the gaining DODAAC billing information is updated.

ACO's must support DESC's payment process by providing source information, data or service regarding invoices that need to be paid. In both the cases of fuel and non-fuel invoices, the ACO must do everything possible to ensure accurate and prompt financial payments and reporting.

Click the forward arrow to continue this discussion of ACO responsibilities.

Approving Officials and Certifying Officers

- Misuse, Disputes, Delinquency & Erroneous Charges
- Utilize DESC-Contract Locations
- Facilitate Communication
- Use CCPMD eMail Subscription Service
- Attend Annual DON APC Conference
- Complete Training & Gain Systems Access
- Relinquish System Access

9

March 2006



ACOs are likely to be the first individuals to notice irregularities in an Air Card invoice. ACOs must ensure detailed reviews are conducted and documented in suspected cases of misuse, disputes, delinquency, and erroneous charges.

DESC-contract locations accept the AIR card worldwide and offer favorable negotiated prices and military-standard-quality fuel. The ACOs must ensure that these refueling contractors are utilized whenever possible.

Accountable Officials have some ancillary responsibilities in addition to their primary invoice certification tasks. Communication within the program is important to success. ACOs need to maintain communication throughout the chain of command including with the card contractor. Two important sources of information and communication are 1) the DON CCPMD eMail subscription service and 2) the annual DON APC Conference. ACOs are encouraged to attend the conference.

As with all program participants, ACOs must meet their DON role-based training requirements and gain access to required systems within 30 days from appointment. When an ACO is no longer involved in the AIR card program, the transferring ACOs must ensure that their access to relevant systems is removed and that their replacement receives proper access. Changes in personnel should be reported to the CPM office.

Now click the forward arrow to review the responsibilities of the AIR Card User.

Card Users

- Detailed Knowledge of Regulations
- Communication in the Chain of Command
- Ensure Proper Use of the AIR Card
- Determine if Contract Merchant Is Available
- Provide Receipt Documentation to Activity ACO
- Ensure Receipt Accurately Reflects Purchases

10

March 2006



AIR Card Users need to have a detailed knowledge and understanding of the policies and procedures of the program which pertain to the use of the card. Card Users are the point of implementation and they make critical decisions regarding what can and what can not be purchased with the AIR Card. They need to maintain communication throughout the AIR Card Program chain of command to ensure proper use of the AIR card.

AIR Card Users need to determine in advance of the mission whether a contract merchant is available for refueling support. At the time of refueling, card users need to get a hardcopy receipt for the sale to provide to the activity ACO. They must ensure that the receipt documentation accurately reflects the supplies and services purchased and they must provide that documentation to their ACO at the completion of the mission.

DON aircraft are exempt from Federal Excise Tax at the point of sale; the Card User should ensure the supplier does not charge this tax – check the delivery receipt.

This concludes our discussion of the program participants' responsibilities; click the forward now arrow to review this lessons objectives.

Review of Objectives

You should now be able to:

- List the Program Responsibilities at the Major Command Level [\(REVIEW\)](#)
- List the Major AIR Card Responsibilities of the Commanding Officers & ACOs [\(REVIEW\)](#)
- List Four Program Management Controls [\(REVIEW\)](#)
- List the Major AIR Card User Responsibilities [\(REVIEW\)](#)

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This concludes Lesson 5. Take a minute to review this lesson's objectives. If necessary, you can click on the word "REVIEW" to return to the relevant area of the training to review that topic. When you are finished reviewing a topic, click the "RETURN" arrow icon in the navigation toolbar to return to this page of the course.

When you are confident that you understand the material, click the forward arrow to continue.

DON AIR Card Certification Course

Lesson 5

Other Participants' Responsibilities



Agency Program Coordinator

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Congratulations! You have completed Lesson 5. Click on the "HOME" icon in the navigation toolbar to close this lesson and return to the main menu. At the main menu, click on Lesson 6 to continue your training.

DON AIR Card Certification Course

Lesson 6

Disciplinary Guidance



Agency Program Coordinator

1

March 2006



This is lesson 6 of the AIR Card Certification course. Click the forward arrow to preview this lesson's objectives.

Lesson 6 Learning Objectives

Upon successful completion of this lesson, you will be able to:

- State the DON CCPMD PMO basic policy toward misuse, abuse, and payment delinquency.
- Identify the “Authoritative Guidance” for Civilian personnel violations.
- Identify the “Authoritative Guidance” for Military personnel violations.
- List Related Security Clearance Issues.

2

March 2006



This lesson will cover these three objectives which deal with disciplinary guidance. When you finish this course, you will be tested on these objectives and the objectives of the other lessons; so take a moment and read them over. When you are ready to continue, click the forward arrow.

Disciplinary Guidance

- Zero-Tolerance for Misuse, Abuse, and Payment Delinquency
- Official Government Business *Only*
- Improper, Fraudulent, Abusive, or Negligent Use - *Prohibited*

3

March 2006



The DON CCPMD AIR Card Program Management Office has a zero tolerance policy regarding AIR Card misuse, abuse, and payment delinquency. The AIR card is for official government business in accordance with the policies and regulations referenced in the AIR Card instruction and in your local internal instructions. The AIR Card can not be used for any other purpose.

Improper, fraudulent, abusive, or negligent use of the government AIR card is strictly prohibited. The next several slides explain the disciplinary guidance to redress any such issues.

Click the forward arrow to continue.

Policy

- DON Policy Toward Improper, Fraudulent, Abusive, or Negligent Use of the AIR Card:
 - Supervisor of the Responsible Individual or Parties Will Be Informed
 - Disciplinary or Adverse Action Should Be Taken
- Supervisors Who Receive Information
 - Take Appropriate Corrective or Disciplinary Action
 - Further Investigation If Needed
- Restitution - Check Payable to the US Treasury!

4

March 2006



It is DON policy that in each case of improper, fraudulent, abusive, or negligent use of the AIR card, the individual's supervisor will be informed immediately. This includes any use of the AIR Card at establishments or for purposes that are inconsistent with the official DON business. It is the supervisor's responsibility to take appropriate corrective and/or disciplinary action.

Supervisors who receive information indicating that a civilian employee or military member has engaged in any fraud, misuse or abuse of an AIR card, shall take appropriate corrective or disciplinary action which may require further investigation. The responsible parties will be required to make restitution by check payable to the US Treasury.

Click the forward arrow to to see the disciplinary options available for civilian employees and for military personnel.

Civilian Personnel

- The Authoritative Guidance:
 - Under Secretary of Defense Memo, *“Government Charge Card Disciplinary Guide for Civilian Employees”*, 29 DEC 03
- Human Resources Office and Legal Office Should Assist the Supervisor
 - Selection of the Charge
 - Appropriate Penalty
- Navy’s Past Practice, Regulatory Guidance, Applicable Case Law and Good Judgment

5

March 2006



On December 29th, 2003, the Under Secretary of Defense issued a memo titled, “Government Charge Card Disciplinary Guide for Civilian Employees”. This is the authoritative guidance Supervisors shall use when dealing with infractions of AIR Card Program policies and regulations by civilian personnel. The local Human Resources Office and Legal Office should assist the supervisor in taking disciplinary action. In particular, they can assist with the selection of the charge and with the determination of the appropriate penalty. The penalty should be based on the Navy’s past practice, regulatory guidance, applicable case law and good judgment of the supervisor.

Click the forward arrow now to review the appropriate actions for military personnel.

Military Personnel

- The Authoritative Guidance:
 - Under Secretary of Defense Memo, *“Disciplinary Guidelines for Misuse of Government Charge Cards by Military Personnel”*, 10 JUN 03
- Uniform Code of Military Justice
 - Counseling, Admonishment and Reprimand
 - Non-judicial Punishment
 - Court-martial and Administrative Separation

6

March 2006



Military personnel shall be subject to actions outlined in the Under Secretary of Defense (USD) Memo, “Disciplinary Guidelines for Misuse of Government Charge Cards by Military Personnel”, dated June 10th, 2003. As stated in this memo, actions available include counseling, admonishment, reprimand, non-judicial punishment, court-martial and administrative separation.

In appropriate cases, pecuniary liability, referral for criminal prosecution in civilian courts, and civil enforcement action are other ways to hold military personnel personally accountable for charge card misuse. A progression of increasingly severe disciplinary measures is often appropriate in the case of minor instances of misuse, but more serious cases may warrant the most severe sanctions in the first instance. Clearly, there is no single response appropriate for all cases.

Click the forward arrow to continue.

Relationship to Security Clearance

- The Authoritative Guidance:
 - Assistant Secretary of Defense (ASD)
Memo, “*Suspension of Access to Classified Information Due to Abuse or Misuse of Government Charge Cards*”, 04 Nov 02
- Modification or Revocation of a Security Clearance

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The Assistant Secretary of Defense issued a memo dated November 4th, 2002 which is titled “Suspension of Access to Classified Information Due to Abuse or Misuse of Government Charge Cards”. It is in accordance with this memo to conduct a review of the security clearance of individuals involved in misuse, abuse, or fraud. This review is not a disciplinary action and should not be treated as such. However, such reviews by the appropriate security manager could result in a security clearance being modified or revoked which could include reassignment or removal.

This concludes our discussion of disciplinary guidance regarding AIR Card misuse, abuse and/or fraudulent use. Click the forward arrow to review this lesson’s objectives.

Review of Objectives

You should now be able to:

- State the DON CCPMD PMO basic policy toward misuse, abuse, and payment delinquency. [\(REVIEW\)](#)
- Identify the “Authoritative Guidance” for Civilian personnel violations. [\(REVIEW\)](#)
- Identify the “Authoritative Guidance” for Military personnel violations. [\(REVIEW\)](#)
- List Related Security Clearance Issues. [\(REVIEW\)](#)

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Take a minute to review this lesson's objectives. If necessary, you can click on the word "REVIEW" to return to the relevant area of the training to review that topic. When you are finished reviewing a topic, click the "RETURN" arrow icon in the navigation toolbar to return to this page of the course.

When you are confident that you understand the material, click the forward arrow to continue.

DON AIR Card Certification Course

Lesson 6

Disciplinary Guidance



Agency Program Coordinator

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This concludes Lesson 6, Disciplinary Guidance, and this is the last lesson of your AIR Card Certification course. You are now ready to take your Certification test and to print your Certificate of Completion. Click on the "HOME" icon in the navigation toolbar to close this lesson and return to the Main Menu. At the Main Menu, click on the Certification Test link to open the test registration screen.

Good luck.